

# Your Personal Data

## The practice will endeavor to ensure that your data is

- Processed lawfully, fairly and transparent
- Only collected for specific, explicit and legitimate purposes
- Is limited to what is necessary for the purposes for which it is processed
- Is accurate and kept up to date
- Is held securely
- Is only retained for as long as is necessary for the reason it was collected

## How we use your personal data?

The Health Care professionals who provide you with care maintain records about your health and any treatment or care you have received previously. These records help to provide you with the best possible healthcare.

Details about you, such as address and next of kin

Any contacts the surgery has had with you, such as appointments or visits

Notes and reports about your health

Results of investigations, such as blood tests or x-rays

Relevant information from other health professionals, relatives or those who care for you

Information may be used to protect the health of the public, manage NHS services, review quality and comply with contractual requirements. We take strict measures to ensure patient details are confidential and limited

## Confidentiality

Every member of staff who for or received information from an NHS organisation has a legal obligation to keep information about you confidential. We maintain our duty of confidentiality to you at all times. We will only ever use or pass on information about you if others involved in your care have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances or where the law requires us to do so.

## How to access your information ?

You have a right to access / view what information the surgery holds about you, and to have it amended or removed should it be inaccurate, this is known as a subject access request. If you would like to make an access request please refer to the practice team who will advise you of the correct procedure.